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27 December 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

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Director of Information Services

SUBJECT: OIS Weekly Report (20 - 26 December 1984)

A. PROGRESS ON ACTION ITEMS

1. Information Services Centers (ISC). A representative from the Information Resources Management Division (IRMD) met with an architect from the New Building Project Office and four representatives from the Office of Data Processing (ODP) to discuss the design of ISC data access (DAC) facilities in the new Headquarters building. The meeting was held to identify the elements and equipment that might make up a standard package for the DACs. The group agreed that rapidly evolving data systems and equipment will make it increasingly difficult to predict the makeup of a typical DAC in 1987. It was learned that in an effort to deal with this problem ODP has contracted with an office automation firm to study DAC design. The ODP representatives will keep IRMD apprised of study findings and recommendations.

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2. Automated Data Processing (ADP) Records. Two representatives from IRMD met with the DA Records Management Officer (DA/RMO) to discuss the scheduling of ADP records within the Directorate. The meeting was held to clarify how the scheduling would proceed now that component RMOs will be directly involved in the scheduling rather than having it done exclusively by members of IRMD. Under the new approach component RMOs will do most schedule preparation and IRMD will provide guidance and actively assist as needed. The DA/RMO will schedule a Directorate RMO meeting in January to discuss the procedures and requirements for completing the schedules.

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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Special Achievement. Members of the Archives and Records Center Branch, IRMD, received a special achievement award on 21 December in recognition for the sustained exemplary service they have provided to Agency components in processing retired records. While the award acknowledged the consistency of their work, it also recognized the special support recently provided to the General Counsel's Office and to a research project on Vietnam. The DDA made the presentation to the members of the branch and stayed on to participate in the Center's Christmas party.

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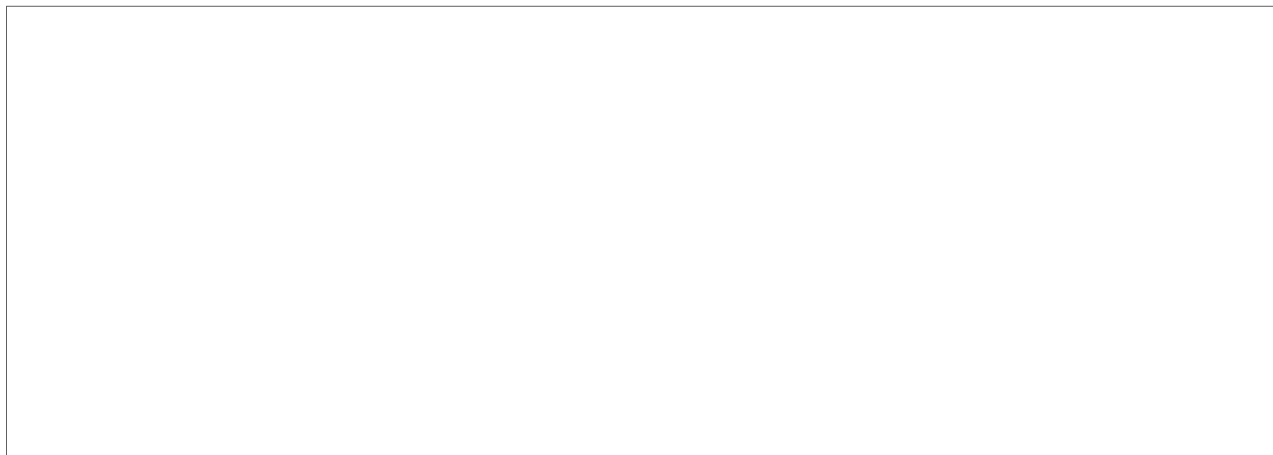
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3. Micrographics Application. The Chief, Research Staff (C/RS), FBIS, contacted the micrographics officer in IRMD about a potential micrographics application involving old foreign newspapers. FBIS translators and analysts have been accumulating a large collection of old papers in their work areas since the 1950s, and it is beginning to impact negatively on their available work space. C/RS wanted to see if this unique collection could be committed to some type of microform for ease of access and to decrease the use of space for storage. IRMD will ask the Printing and Photography Division to microfilm some samples from the collection to determine whether the quality after microfilming remains sufficient. Alternatively, the DS&T and FBIS RMOs are being contacted concerning the possibility of amending the FBIS records control schedule so that some of the papers could be retired to the Records Center. The change would enable the papers to be shifted out of costly office space and provide RMOs with the opportunity to monitor the usage of this material to determine whether its indefinite retention is justified.

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